



# Supervisor Orientation

## May 25 – May 26, 2016





# Agenda

- **Welcome and Introduction**
  - **Overview**
- **Communication with Youth**
  - **Program Components**
    - **Q &A**





# Purpose

**To prepare the youth and young adults between the ages of 16 to 24, who reside south of Mercury Boulevard or within the designated service area of the north (Dozier Road to the north, I-64 to the east, and Menchville Road to the south), for the world of work and to provide a meaningful workforce training experience.**



# Program Overview



# Program Overview

## STEP VIDEO







# Communication with Youth

Dr. Zena McGee

Endowed University Professor,

Sociology

Hampton University



## Program Components





# Schedule

## **Out of School Participants**

- Orientation: June 1-3, 2016
- Worksite Report: June 6, 2016

## **In School Participants**

- Orientation: June 22-July 1, 2016
- Worksite Report : July 5, 2016

**Last Day of Work for Everyone:** August 25, 2016

**Closing Celebration:** August 26, 2016

- Time and Location TBD





# Roles and Responsibilities

## Program Operator/Administrator

- Participant Recruitment
- Worksite Assignment
- Program Compliance
- Participant Orientation
- Supervision of Coaches
- Provide Liability for program participants
- All Other Duties Assigned!



# Roles and Responsibilities

## Lead Job Coach

- Visit assigned work sites
- Resolve any disputes between worksites and participants or participants and assigned coach.
- Participant disciplinary issues
- Monitor coach/participant relationships to help ensure success of participants.
- Supervision of designated Job Coaches





# Roles and Responsibilities

## Job Coach

- Ensure participant compliance
- Provide supervision and guidance to participants
- Worksite Visits
- Mediate participant/worksite conflicts
- Monitoring of the training plan to ensure that the participant is mastering the skills that have been agreed upon.



# Roles and Responsibilities

## Worksite Supervisor

- Mentor Participants!
- Work Schedule and expectations
- Assign participant duties and responsibilities
- Monitoring of the training plan to ensure that the participant is mastering the skills that have been agreed upon.
- Communication with assigned job coach





# Time and Payroll

- **Keep accurate attendance log for each participant**
  - Participants can work no more than 30 hours per week
  - Participants are only permitted 3 absences
- **Electronically review and submit time sheet for each participant**
  - Participant will submit timesheet to supervisor for approval
  - Once the time sheet is approved, supervisor will submit the time sheet to the job coach



# Disciplinary Procedures

- Provide redirection to participants
- Provide formal counseling if issues persist
- Should there be no improvement, schedule a meeting with Job Coach to create Performance Improvement Plan
- As a final option, recommend for removal from worksite
  - **NOTE: Participant removal from worksite will result in complete dismissal from Program**



# Questions?

STEP



Summer Training & Enrichment Program